



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 724, s.2025

**UPDATES IN THE CAREER GUIDANCE PROGRAM
 SCHOOL-BASED TRAINING OF CAREER ADVOCATES**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (SGOD & CID)
 Public Secondary School Heads
 All Others Concerned

1. In reference to Division Memoranda Nos. 499 and 682, s. 2025, titled Career Guidance Program School-Based Training of Career Advocates and Postponement of Career Guidance Program School-Based Training of Career Advocates, this Office hereby announces the conduct of the said training on September 29 to October 2, 2025, at West Loch Park Hotel, Vigan City.
2. To ensure full focus and attention during the training, participants are discouraged from bringing laptops, tablets, or school-related work.
3. Enclosed are the program matrix, the composition of the program management teams, and the list of identified participants.
4. All other provisions stipulated in the previous Memorandum shall remain in full force and effect.
5. This memorandum serves as a locator slip for all identified participants and members of the Program Management Team.
6. Widest dissemination of this memorandum is desired.

[Signature]
VILMA D. EDA, CESO V
 Schools Division Superintendent

Encls.: DM. 499 & 682, s. 2025

Reference: RA 10533

To be indicated in the Perpetual Index
 Under the following subjects:

GUIDANCE & COUNSELING

TRAINING

SGOD/YFD/SDF





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Enclosure 1 to Division Memorandum No. 724, s. 2025

PROGRAM MATRIX
SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)

DAY 1 (September 29, 2025)		
Inclusive Time	Mins	Program
8:00 am – 9:00 am	60 min	Arrival and Registration
9:00 am – 10:45 am	105 min	Opening Program - National Anthem (AVP) - Prayer (AVP) - DepEd QPS (AVP) - Welcome Remarks – ANNIE D. PAGDILAO, EdD, CESO VI Asst. Schools Division Superintendent - Message - VILMA D. EDA, CESO V Schools Division Superintendent - Orientation - CLARITO A. SIABABA, EdD Education Program Supervisor
10:45 am-11:00 am	15 min	Health Break
11:00am – 12:00 am	60 min	Plenary 1: YFD CGP Introduction GWYNETH P. NEGAPATAN Guidance Counselor III – ISNHS
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm-1:30 pm	30 min	Management of learning
1:30 pm- 2:45 pm	75 min	Plenary 2: Overview of Career Guidance Program ELMER S. BELMONTE Guidance Counselor III -Tagudin National High School
2:45 pm-3:00 pm	15 min	Health Break
3:00 pm-4:30 pm	90 min	M1S1: Guidance Principles, Goals, and other Related Concepts ELMER S. BELMONTE Guidance Counselor III-Tagudin National High School
4:30 pm – 5:00 pm	30 min	Pre-test/ End of the day evaluation / Writing Activity / Reflection / Other Reminders



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DAY 2 (September 30, 2025)		
Inclusive Time	Mins	Program
8:00 am – 8:30am	30 min	Management of Learning
8:30 am-10:15 am	105 min	M1S2: Guidance Service and Clientele ROWENA P. NAVARRO Guidance Counselor III – ISNHS
10:15 am-10:30 am	15 min	Health Break
10:30 am – 11:45 am	75 min	M1S3: The History of Career Guidance NADIA MARIE A. ADCAPAN Guidance Coordinator III – ISNHS
12:00 am-1:00 pm	60 min	Lunch Break
1:00 pm – 2:15 pm	75 min	M1S4: Career Education in the Context of Guidance ROWENA P. NAVARRO Guidance Counselor III – ISNHS
2:15 pm – 3:15 pm	60 min	M1S5: Theories for Career Choice and Development NADIA MARIE A. ADCAPAN Guidance Coordinator III – ISNHS
3:15 pm – 3:30 pm	15 min	Health Break
3:30 pm – 5:00 pm	90 min	M2S6: Legal Bases of Career Guidance in the Philippines ROWENA P. NAVARRO Guidance Counselor III – ISNHS
4:00 pm – 5:00 pm	60 min	End of the day evaluation / Writing Activity / Reflection /other reminders



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DAY 3 (October 1, 2025)		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:15 am	105 min	M2S7: The Career Advocate JANICE P. CABARLOC Guidance Counselor III – San Juan National High School
10:15 am – 10:30 am	15 min	Health Break
10:30 am – 12:00 pm	90 min	M2S8: Linkage Development ROWENA P. NAVARRO Guidance Counselor III – ISNHS
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:20 pm	80 min	M3S9: Developing the Career- Conscious K-12 Graduate through Instruction as the Delivery System NADIA MARIE A. ADCAPAN Guidance Coordinator III – ISNHS
2:20 pm-3:00 pm	40 min	M3S10: Guidance Service as Delivery System JANICE P. CABARLOC Guidance Counselor III – San Juan National High School
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:45 pm	90 min	M3S10: Guidance Service as Delivery System JANICE P. CABARLOC Guidance Counselor III – San Juan National High School
4:45 pm – 5:00 pm	15 min	End of the day evaluation / Writing Activity / Reflection / other reminders



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DAY 4 (October 2, 2025)		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am- 9:35 am	65 min	M3S10: Guidance Service as Delivery System JANICE P. CABARLOC Guidance Counselor III – San Juan National High School
9:35 am-9:50 am	15 min	Health Break
9:50 am-10:50 am	60 min	M3S11: Co-curricular Activities as Delivery System NADIA MARIE A. ADCAPAN Guidance Coordinator III – ISNHS
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:15 pm	75 min	M3S12: DO No. 30 s. 2017 (Guidelines for Work Immersion) and DO No. 39 s. 2018 (Clarification and Additional Information to DO No. 30 s. 2017) ROWENA P. NAVARRO Guidance Counselor III – ISNHS
2:15 pm -3: 45 min	90 min	WAP Orientation NADIA MARIE A. ADCAPAN Guidance Coordinator III-ISNHS
3:45 pm-4:00 pm	15 min	Health Break
4:00 pm-5:00 pm	60 min	WAP Orientation/Individual WAP Output Post Test/ Closing Program/ End of the day evaluation



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Enclosure 2 to Division Memorandum No. 724, s. 2025

PROGRAM MANAGEMENT TEAM

Consultants:	Vilma D. Eda, CESO V Schools Division Superintendent Annie D. Pagdilao, EdD, CESO VI Assistant Schools Division Superintendent
Program Managers:	Aurelyn F. Fieldad, EPS II-HRD/Research Princess G. Torricer, Senior Education Program Specialist Clarito A. Siababa, EPS-EsP/GMRC/VE/HGP Sherwin D. Fabre, PDO I-YFD
Lead Trainers	Nadia Marie A. Adcapan, Guidance Coordinator III Rowena P. Navarro, Guidance Counselor III
Support Trainer	Gwyneth Negapatan, Guidance Counselor III
Monitoring and Evaluation:	Grace F. Castaneda, SP2, QAME
Welfare Officer	Maria Korynne P. Taborda, Nurse 2
Secretariat/Documenter:	Sherwin D. Fabre, PDO I-YFD Alimar Ablog, EPS II-SocMob
Moderator:	Aurelyn F. Fieldad, EPS II-HRD/Research



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Enclosure 3 to Division Memorandum No. 724, s. 2025

PARTICIPANTS TO SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)

A. Grade 7 Teachers

No.	NAME	POSITION	SCHOOL
1.	Cristina P. Parada	Master Teacher I	Ilocos Sur National High School
2.	Joy Jean Marie L. Rapada	Master Teacher II	Ilocos Sur National High School
3.	Noemi T. Realin	Teacher III	Ilocos Sur National High School
4.	Rolly A. Raceles	Master Teacher II	Ilocos Sur National High School
5.	Gema R. Baclig	Teacher III	Ilocos Sur National High School
6.	Josephine P. Rabacca	Master Teacher I	Ilocos Sur National High School
7.	Renan Y. Soriano	Master Teacher I	Ilocos Sur National High School
8.	Angelica P. Andres	Teacher III	Ilocos Sur National High School
9.	Marianne C. Bravo	Teacher III	Ilocos Sur National High School
10.	Mary Rose Charisma B. Asiong	Teacher III	Ilocos Sur National High School
11.	Daniel Gabriel C. Prades	Teacher I	Pantay Integrated School

B. Grade 8 Teachers

No.	NAME	POSITION	SCHOOL
12.	Mardeth T. Reotutar	Teacher III	Ilocos Sur National High School
13.	Angeline A. Rafanan	Master Teacher I	Ilocos Sur National High School
14.	Leonardo F. Castaneda	Master Teacher I	Ilocos Sur National High School
15.	Ma. Cleofe C. Quitevis	Master Teacher II	Ilocos Sur National High School
16.	Christopher T. Tapo	Master Teacher I	Ilocos Sur National High School
17.	Ruth Anthony A. Langbayan	Teacher III	Ilocos Sur National High School
18.	Renante G. Bista Jr.	Teacher III	Ilocos Sur National High School
19.	Miriam Grace T. Battad	Master Teacher I	Ilocos Sur National High School
20.	Evelyn P. Paa	Teacher I	Ilocos Sur National High School
21.	Jonelyn V. Refuerzo	Teacher III	Ilocos Sur National High School
22.	Rebecca G. Ascano	Teacher III	Ilocos Sur National High School
23.	Lizette G. De Peralta	Teacher III	Vigan National High School West
24.	Cindy A. Presto	Teacher III	Vigan National High School East

C. Grade 9 Teachers

No.	NAME	POSITION	SCHOOL
25.	Amor T. Tabangcura	Master Teacher I	Ilocos Sur National High School
26.	Khen Kdunny A. Palacpac	Master Teacher I	Ilocos Sur National High School
27.	Jennifer Rose B. Quitevis	Teacher II	Ilocos Sur National High School
28.	Clarita T. Manalang	Master Teacher I	Ilocos Sur National High School
29.	Benelyn R. Alcausin	Master Teacher II	Ilocos Sur National High School
30.	Froilan R. Pastor	Master Teacher I	Ilocos Sur National High School
31.	Annabelle F. Tolentino	Teacher III	Ilocos Sur National High School
32.	Jeffrey S. Pido	Teacher III	Ilocos Sur National High School
33.	Stella A. Regua	Teacher III	Pantay Integrated School
34.	Esperanza Cadaoas	Teacher III	Vigan National High School East



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D. Grade 10 Teachers

No.	NAME	POSITION	SCHOOL
35.	Julius P. Pajarillo	Master Teacher I	Ilocos Sur National High School
36.	Joan R. Tacud	Master Teacher II	Ilocos Sur National High School
37.	Leila R. Rabo	Master Teacher I	Ilocos Sur National High School
38.	Regina A. Llagas	Master Teacher I	Ilocos Sur National High School
39.	Marvelous C. Ragasa	Master Teacher I	Ilocos Sur National High School
40.	Julio T. Amistad Jr.	Master Teacher I	Ilocos Sur National High School
41.	Evelyn R. Vera Cruz	Master Teacher II	Ilocos Sur National High School
42.	Evangeline R. Dela Cruz	Master Teacher II	Ilocos Sur National High School
43.	Remedios M. Martinez	Teacher III	Ilocos Sur National High School
44.	Caridad T. Tabisula	Teacher III	Ilocos Sur National High School
45.	Amelyn Q. Sanchez	Teacher III	Ilocos Sur National High School
46.	Mary Mae A. Javier	Teacher III	Ilocos Sur National High School

E. Grade 11 Teachers

No.	NAME	POSITION	SCHOOL
47.	Sharon R. Raquepo	Teacher II	Ilocos Sur National High School
48.	Christel Joy M. Ramos	Teacher III	Ilocos Sur National High School
49.	Eralyn A. Andaya	Teacher II	Ilocos Sur National High School
50.	Antonio Rafanan	Teacher I	Vigan National High School East
51.	Judy Ann Tamag	Teacher I	Vigan National High School East

F. Grade 12 Teachers

No.	NAME	POSITION	SCHOOL
52.	Mary Antonette R. Sy	Teacher II	Ilocos Sur National High School
53.	Star Jewel A. Bisenio	Teacher II	Ilocos Sur National High School
54.	Kenneth Matthew V. Obrero	Teacher II	Ilocos Sur National High School
55.	Jefferson R. Borillo	Teacher II	Vigan National High School East
56.	Edmund C. Ragucos	Teacher II	Vigan National High School West